

Agency Benefits Coordinator Meeting Transfers

Rehire Defined

- An employee leaving one participating agency to join another participating agency.
 - A rehire can also occur within the same entity.
 LE to LE

LG to LG

Local Education - "Employer"

Employer shall mean a local education agency, pursuant to TCA 49-3-302, that participates in this plan. Each participating agency is a separate Local Education employer.

Local Government - "Employer"

Employer shall mean one of the following local government and quasi-governmental organizations which participates in the plan and meets one of the following criteria.



Example of Rehire

- Leave one agency on Friday, June 15th and rehired with the same agency on Monday, August 6th
 - The agency will create an e-hire form using the hire date of August 6th so that coverage would begin 9/1.
- Leave one agency on Friday, June 15th and start with new agency on Monday, September 3rd
 - In this scenario there will be a gap in coverage due to the gap in employment. Coverage with the new agency will be effective 10/1.
 - If your agency has a probation/waiting period the hire date will be the first day that eligibility has been met.
 - Employee should be advised to take COBRA if they need coverage for the time between employers.



Who pays for what?

- The employee is newly eligible and can make changes to their coverage.
- The rehiring agency will be responsible for premiums effective after the hire date.
- The losing agency will be responsible for the final premium collected in the month the employee terminates.



Who pays for what continued

- The preferred method for rehires is for the gaining agency to enter an eForm after billing (Collections Applied report) has run for the month after term (i.e. the first of the next month) with the actual hire date (not the date the eForm is entered)
 - Example: Hire date is July 25th, eForm should be entered August 1st with a July 25th hire date so that the losing agency is billed for the month of August
- If you are the losing agency and you receive an eForm before billing (Collection Applied report) has run for August, wait to approve it until August 1st (after Edison payroll has run)
- If this process isn't followed, you could be billed for a month that you shouldn't be
- If this happens, you should create a Zendesk ticket asking for your bill to be manually corrected

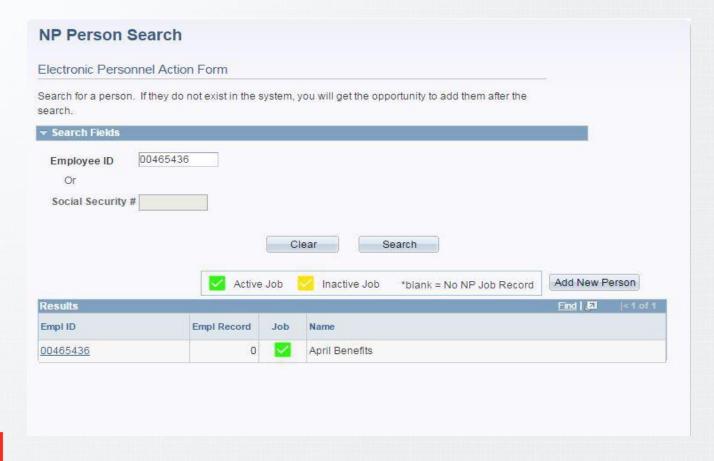


Termination Information

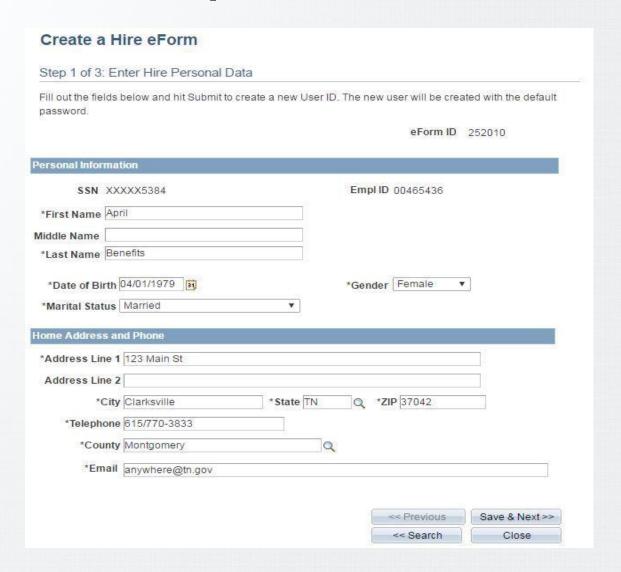
- Termination Date The date entered into Edison should be the last day of the month prior to when coverage will end.
- If the employee paid for August coverage the date to enter into Edison should be 7/31/2018.
- Action/Reason Code Termination/X-Benefits Emp Resignation
- Use Termination/X-Benefits Emp Resignation so that a COBRA letter will generate.

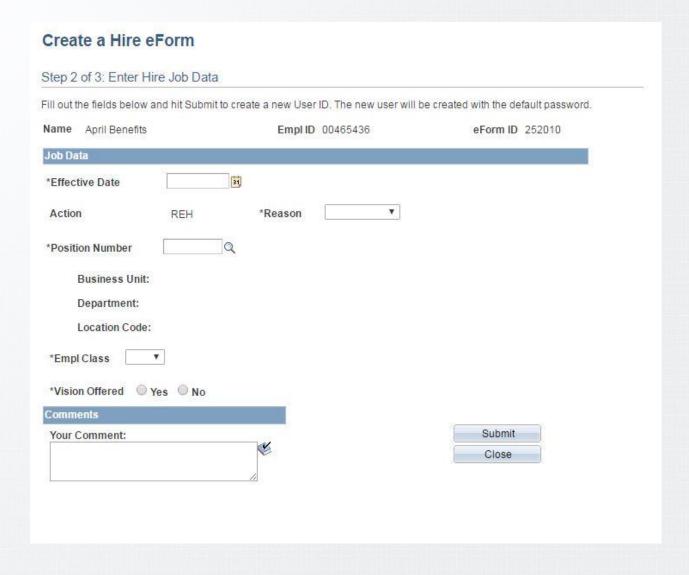


Search for a Person in Hire eForm









Losing Agency Email

Important Note: If you get this email, DO NOT terminate the employee On the Non-Payroll Job Data page. It WILL cause issues.

This following is an example of the email the losing agency ABCs will receive.

NP Hire Form ID 252010 for April Benefits is ready for you to evaluate. You may follow the link below to work this item.

Please review the form to see the comments that have been added.

Click on the link below to enter the form in order to review the data and act on the form.

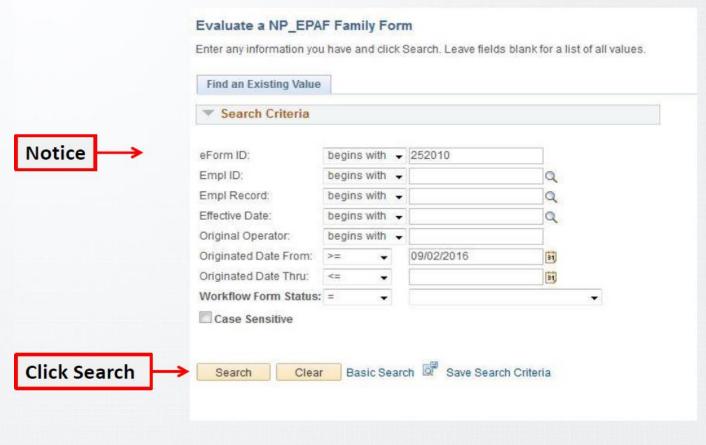
https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G NPAF.G NPAF ALL E.GBL?

Page=G NPAF ALL E&Action=U&G FORM FAMILY=NP EPAF&G FORM ID=252010&G FORM TASK=EVL

Click the blue hyperlink. You will need to log into Edison.



Losing Agency eForm Actions



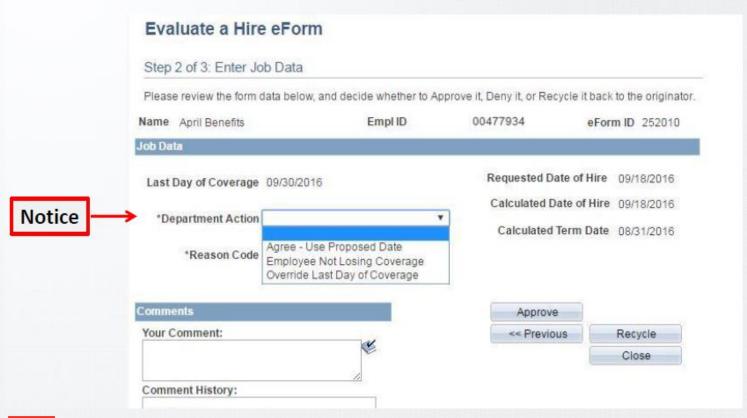


Evaluating Step 1 Hire eForm



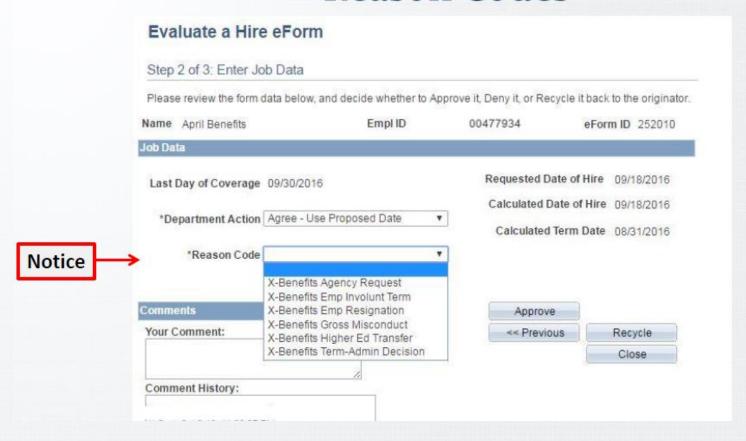


Department Actions





Reason Codes





Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Agree –Use Proposed Date.



